

## Family Goal Planning Instructions

**Family files will contain written goals that have been developed, modified or reviewed at every home visit as documented in the goal section of the family file.** Files contain written goals that are developed, modified or reviewed at every home visit. Goals are agreed upon by the family and are measurable. Goal and review dates match the dates of home visits. Goals must include the following; Have timeframes and address services and supports to be provided and by whom and signed by the family

**Goals reflect the family issues and demonstrate progress toward achievement.** Goals are family driven and are developed with full participation of the family. Families' unique background, experience, skills, race, culture, ethnicity, language, religion and socioeconomic status have been taken into consideration when developing goal. File contains goals that deal with both economic and family stability issues. Goals relate and are supportive of the FIA goals. Goals do not conflict with other family plans. Families can have more than one goal. Families are not getting updated goal sheets after they are reviewed during subsequent months. For this reason, some goals may need to be re-written.

**These instructions do not take the place of any goal setting training that staff should have prior to helping families set goals.**

**Name:** Enter the specific family member for which the goal is being written. If the goal relates to the entire family enter the head of the household's name.

**When Will Your Goal Be Completed:** Enter the date that the family hopes to achieve the goal. Some achievement dates may be until the next home visit others may be more long term.

**Actual Date Goal Completed:** Enter the date that the goal and action steps associated with it was actually achieved.

**Goal:** list the specific goal to be accomplished. Goals are agreed upon by family and are measurable. Goals must include the following;

- Have timeframes
- Address services and supports to be provided and by whom
- Signed by the family

Goals are family driven and are developed with full participation of the family. Families' unique background, experience, skills, race, culture, ethnicity, language, religion and socioeconomic status have been taken into consideration when developing goal.

File contains goals that deal with both economic issues and family stability issues. Goals relate and are supportive of the FIA goals. Goals do not conflict with other family plans. Goal matches the dates of home visits.

Note: Families who are comfortable with completing "to do lists" as their goal setting process can use this form. The specific items on the "To Do Lists" would be listed as "action steps." In these cases a goal may state some thing like "the following actions steps are to be completed by the next home visits or otherwise noted in To Be Done By (date)."

**Action Steps "To do List":** Action steps must be specific and relate directly to the goal.

**Who Will Do?:** Enter the name of the person who will be responsible for completing the action step. This could be any household member, FaDSS specialist, or other service provider.

**To Be Done By (Date):** Enter the date in which the action step is determined to be completed. If the date changes make note of this in the Comments section.

**Review/Revised Dates:** enter dates in which the action steps were reviewed. At the very least goals/action steps must be reviewed at every home visit. They can also be reviewed during other contacts with the family.

**Date Done:** Enter the actual date that the action step was completed.

**Comments:** Enter information about the action step that might further explain any changes or modifications to it. This might include explanations of why an anticipated date of completion was not achieved, an action step that has been discontinued, or further explain how the action step relates to the overall stated goal. You should also use this section as a way to document family success or accomplishment of a goal or action step.

**Participant Signature:** Have the participant sign the goal sheet at the time the original goal is established. If the goal relates to the entire family have the other parent, when present, sign the goal sheet as well. If a goal relates to a specific parent only have that parent sign the goal sheet. If a goal relates to a child or children, one parent only needs to sign the goal sheet.

**Specialist Signature:** Have the specialist sign the goal sheet at the time the original goal is signed.

**Date:** Have the participant(s) and the specialist enter the date in which the goal was established.